

PERSONNEL OFFICE

FY 1999, 2000, 2001

Melvin Young, Administrator

ROLE AND ORGANIZATION

DLNR's Personnel Office is responsible for managing the Department's personnel program. Though a small office, the staff provides support services to the Chairperson and to DLNR's operating divisions and staff offices. Personnel Office offers guidance and technical assistance to divisions in position classification, employee relations and employee training and development. The office also assists divisions and offices in carrying out the collective bargaining contracts and the grievance process.

PROGRAM OVERVIEW

The Personnel Office maintains a comprehensive personnel management program for the Department. The staff provides supportive service to the Chairperson and to ten operating divisions and two staff offices.

Major services include guidance and technical assistance in position classification, employee relations, and, employee training and development. The office also assists the divisions and staff offices in implementing the collective bargaining contracts and the grievance process. The office further maintains a centralized system for processing, recording, reporting and filing the personnel records of all employees. Finally, the office works with the divisions and staff offices in developing and updating organization plans.

SURVEY OF RESOURCES

■ The DLNR has 720 authorized permanent positions and 50 authorized temporary positions.

Due to budget shortfalls there is a 15% vacancy rate. As of publication (12/17/02), there are currently 110 permanent vacancies and 7 temporary vacancies. There are presently 653 permanent and temporary employees working at DLNR.

- Personnel office has a staff of seven.
- Established 25 new positions in the department.
- Processed 8,419 personnel transactions.
- Processed pay increases for Bargaining Units 1, 2, 3, 4, 13 and those under the Excluded Compensation Plan.
- Filled 96 vacant positions.
- Updated departmental organization charts.
- Established 21 new positions in the department.
- Processed 2977 personnel transactions.
- Filled 62 vacant positions.
- Updated departmental organization charts.
- Established 14 new positions in the department.
- Processed 2786 personnel transactions.
- Filled 74 vacant positions.
- Updated departmental organization charts.

FIGURE 76.

PERSONNEL OFFICE

SUMMARY OF PERSONNEL TRANSACTIONS, FISCAL YEAR 1998-99

Accessions		614
New Hires	Probational	39
	Inter-Agency Transfer	2
	Inter-Agency Appointment	13
	Inter-Agency Promotion	23
	Inter-Agency Demotion (Voluntary)	4
	Limited Term Appointment	7
	Temporary Appointment Outside List	5
	Emergency Hires	435
	Provisional Appointment	3
	Exempt Appointment	83
Separations		331
	Resignation & Transfer (Permanent Employees)	20
	Resignation & Termination (Temporary Employees)	293
	Dismissal/Termination	0
	Retirement	16
	Termination (Death) (Permanent Employees)	2
Other Personnel Actions		7474
	Demotion (Physical Disability)	0
	Conversion to Probational Appointment	1
	Conversion to Permanent Appointment	84
	Conversion to Temporary Appointment Outside List	0
	Conversion to Limited Term Appointment	0
	Conversion to Provisional Appointment	0
	Reallocations	69
	Repricing	1
	Change in Title	7
	Limited Term Promotion	0
	Return to Former/Similar Position	7
	Intra-Agency Transfer	13
	Intra-Agency Appointment	11
	Temporary Assignment	668
	Extension of Limited Term Appointment	19
	Extension of Exempt Appointment	112
	Extension of Probational Appointment	5
	Extension of Temporary Appointment Outside List	18
	Extension of Temporary Reallocation	0
	Extension of Provisional Appointment	0
	Leave Without Pay (Child Care)	0
	Paid Leave of Absence (Industrial Injury)	61

FIGURE 77.
PERSONNEL OFFICE
SUMMARY OF PERSONNEL TRANSACTIONS, FISCAL YEAR 1999/2000

Accessions		479	
New Hires	Probational	30	
	Inter-Agency Transfer	7	
	Inter-Agency Appointment	5	
	Inter-Agency Promotion	13	
	Inter-Agency Demotion (Voluntary)	0	
	Limited Term Appointment	2	
	Temporary Appointment Outside List	5	
	Emergency Hires	334	
	Provisional Appointment	0	
	Exempt Appointment	83	
Separations		418	
	Resignation & Transfer (Permanent Employees)	18	
	Resignation & Termination (Temporary Employees)	387	
	Dismissal/Termination	0	
	Retirement	9	
	Termination (Death) (Permanent Employees)	4	
Other Personnel Actions		2080	
	Demotion (Physical Disability)	0	
	Conversion to Probational Appointment	0	
	Conversion to Permanent Appointment	60	
	Conversion to Temporary Appointment Outside List	0	
	Conversion to Limited Term Appointment	1	
	Conversion to Provisional Appointment	1	
	Reallocations	14	
	Repricing	0	
	Change in Title	0	
	Limited Term Promotion	1	Return
to Former/Similar Position	2		
	Intra-Agency Transfer	4	
	Intra-Agency Appointment	0	
	Temporary Assignment	717	
	Extension of Limited Term Appointment	19	
	Extension of Exempt Appointment	69	
	Extension of Probational Appointment	3	
	Extension of Temporary Appointment Outside List	20	
	Extension of Temporary Reallocation	0	
	Extension of Provisional Appointment	0	
	Leave Without Pay (Child Care)	2	